CALIFORNIA COMMISSION ON DISABILITY ACCESS
EXECUTIVE COMMITTEE
MEETING MINUTES

January 19, 2012

1. **CALL TO ORDER**
No audio was available to note the time of the Call to Order. The meeting was held at the California Building Standards Commission, 2525 Natomas Park Drive, Room 120, Sacramento, California 95833.

The off-site meeting location for teleconference was the City of Los Angeles, Department on Disability, 201 N. Figueroa Street, Suite 100, Los Angeles, California 90012.

ROLL CALL

Commissioners Present:	Margaret Jakobson-Johnson, Chair
	Michael Dean, Vice-Chair
	Rocky Burks
	Richard Luehrs (Teleconference)
	Lillibeth Navarro (Teleconference)
	Betty Wilson (Teleconference)
Staff Present:	James V. Vitale, Executive Director
	Angela Jemmott, Program Analyst
	Lavonia Wade, Office Administrator
Also Present:	Kirk Cooknick, American Institute of Architects, California Council (AIACC)
	Gary Leyman, Vice President, Certified Access Specialist Institute
	John Sasson, Director of Business Development, Accela, Inc.

2. APPROVAL OF MEETING MINUTES (JULY 7, OCTOBER 20, NOVEMBER 17, 2011, AND DECEMBER 15, 2011)
No audio available.

3. COMMENTS FROM THE PUBLIC ON ISSUES NOT ON THIS AGENDA
No audio available.

4. GENERAL BUSINESS ITEMS

a. **Marketing Presentation at CCDA January meeting (CCDA Branding and Letterhead/Business cards)**
   No audio available.

b. **CCDA Monthly Budget Report**
   No audio available.

c. **Update: Travel Arrangements Tool**
   Partial audio available. Chair Jakobson-Johnson suggested that staff contact Commissioners individually to guide them through the Travel Arrangements Tool. Staff will distribute to all Commissioners the published state list that indicates the rates being offered in the various cities throughout the state.

5. REPORT FROM CCDA COMMITTEE ACTIVITIES

a. **Committee Reports**
   - Commissioner Burks requested that staff update the CCDA website to include all meetings that have been held along with the draft minutes and documents for those meetings. He reported there were several organizational trade representatives that came forward with their concerns and recommendations for the requirement for continuing education or educational mandates in the area of accessibility compliance. They voiced their concern about licensed CASps being underbid by unlicensed underground activity.
   - Commissioner Dean reported the Civil Enforcement Committee met in November of last year. They created a memorandum outlining their activity and the possible direction the Committee needs to take, which they will be submitting to the full Commission for their consensus.
   - Commissioner Navarro reported the Accessibility Enhancement Committee had their first meeting in December. They will be ready to report to the full Commission when they receive the draft minutes.

Chair Jakobson-Johnson requested a summary report or one-page outline of each Committee's activities and goals, and a brief statement of what the Committee is seeking from the Commission in order to determine the amount of time required on the agenda.

b. **Checklist Committee Presentation – Accela Marketing Presentation at CCDA January meeting**
   Executive Director Vitale introduced John Sasson and Accela and stated that this is a proprietary presentation put together for the benefit of the Committee. This presentation is conceptual in nature; it has nonspecific content illustrating the actual Checklist. This presentation will present the Committee with the possibility of electronic technology as a medium for distribution of the Checklist subsequent to the

development of the content within. This product is multi-faceted in terms of content, direction, expediency, and transfer of information.

John Sasson, Director of Business Development with Accela, Inc., stated his company has been in business for thirty years, providing software solutions to government by using the Internet as a business tool and having access to a central database. Accela helps bring government into an active role in the field of technology. They would be the front office for all of government's regulatory transactions, whether business licenses, permits, service requests, or public health and safety issues. In addition, Accela adds mobility, geographic information systems (GIS), interactive voice response (IVR), and citizen access.

Mr. Sasson said Accela software allows agencies to take control, make modifications, share resources, and collaborate from local to state to federal levels. He stated fifty percent of California counties use Accela for providing building permits, planning, enforcing the code, mobilizing the workforce, and providing citizen access through the use of portals and electronic forms that guide each user through the process. He described Cloud Computing, a browser-based platform, using the Internet as a business tool. He described it as one system, one database, and emphasized increased productivity, efficiency, scalability, flexibility, and security.

Mr. Sasson pointed out that, because communication is automated, economic vitality increases. He stated each agency in the database can have its own design and business rules while sharing a single portal. He emphasized that the Cloud and the Internet create instant access and instant communication regardless of location or device – whether a mobile device, laptop computer, iPhone, iPad, etc. Issues spotted on the ground could be uploaded in real time – with details, photographs, attachments, comments, and signatures – to the back office. Managers would have instant access to any problem in the field, and be able to view the information and electronically communicate the solution to the field worker. Mr. Sasson wrapped up his presentation by stating that everything is augmented with touch-enabled maps; this full mobile office can also be augmented with "apps" specifically tailored for each purpose.

Commisioner Luehrs stated that the volume of checklists in printed form makes it impractical for those requiring access to the information they need, and asserted he is in favor of making this information readily available online. The Checklist Committee passed a Motion that they hold stakeholder meetings over the next ninety days, in order to get input from the community regarding this proposal, and then recommend to the full CCDA that this project using the Accela system be fully reviewed at an upcoming Commission meeting for further discussion and possible implementation.

Commissioner Burks recommended that this Committee be added to the Division of the State Architect's (DSA) Interested Party List. He informed this Committee that the DSA plans to rewrite the entire State Code in terms of the accessibility requirements,

due to the 2010 ADA/ABA Amendments. He explained that the DSA is considering three options: (1) to maintain Title 24, Chapter 11b exclusively; (2) to adopt the American National Standards Institute (ANSI) A117, which is an International Code Council (ICC) Standards and Specifications along with the ADA/ABA Amendments and/or the California Amendments; or (3) to adopt the ADA/ABA as the model code and then put in the ANSI and the Title 24, Chapter 11a Amendments.

Commissioner Luehrs commented that because of the constantly changing nature of rules and regulations, such as Commissioner Burks described, Accela or a similar program would allow those changes to be made rapidly and keep this information accurate and up to date.

Chair Jakobson-Johnson questioned who would host the program. Mr. Sasson stated that Accela hosts the programs for many of its customers. He emphasized the flexibility of the product, and stated that customers are not buying a product; they are, in essence, accessing it for a term. Accela hosts it and they process their regulatory functions through it. In response to Chair Jakobson-Johnson's question on charging a fee to users to offset some of the cost, Mr. Sasson said it is not the traditional model anymore, but it has been done.

Commissioner Burks emphasized that this Commission is required to create a Checklist for inspectors, which has never been done jurisdictionally before. He recommended the Commission make a collaborative effort to cost share with Code-promulgating agencies in the State of California that have functional accessibility requirements in working with the California Building Standards Commission (CBSC).

Public Comment
Kirk Cooknick raised the issue of Sole Source/Competitive Bid. Chair Jakobson-Johnson referred this to the Executive Director to look into.

Public Comment
Gary Leyman stated that he was familiar with programs similar to Accela and felt a Checklist could easily be put into this format with multiple drop-downs. He suggested possibly bringing in or charging outside businesses to come in to make it a profitable situation.

Chair Jakobson-Johnson said the Accela program is something the Committee will want to explore further.

6. FUTURE AGENDA ITEMS
Chair Jakobson-Johnson removed the Future Agenda Items section due to time constraints.

7. ADJOURN

Chair Jakobson-Johnson announced January 30, 2012 is the full Commission meeting and February 16, 2012 is the next Executive Committee meeting.

Chair Jakobson-Johnson adjourned the meeting.